



SWANSEA  
COLLEGE

*Building foundations for your future*

# E-Safety Policy

The e-safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.

The college will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys/questionnaires of students and staff

## Scope of the Policy

This policy applies to all members of Swansea College (including staff, students, volunteers, parents or visitors) who have access to and are users of Swansea College's ICT systems, both in and out of campus.

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of students when they are off the college site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the college, but is linked to membership of the college. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

Swansea College will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of college.

## Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within Swansea College.

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## The Director

The Director has a duty of care for ensuring the safety (including e-safety) of members of the college community.

- The Director and (at least) another member of the Management team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (See flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority HR / other relevant body disciplinary procedures).
- The Director/Management team is responsible for ensuring that all staff receives suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Director/Management team will ensure that there is a system in place to allow for monitoring and support of those in college who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Management team will receive regular updates with any safety concerns.

## The e-safety officer

The e-safety officer is responsible for the approval of the e-safety Policy and for reviewing the effectiveness of the policy. The Director has taken on the role of e-safety officer.

The role of the e-safety officer:

- regular monitoring of filtering/change control logs
- regular monitoring of e-safety incident logs
- leads on e-safety issues
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the college e-safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority/relevant body
- receives reports of e-safety incidents and creates a log of incidents to inform future e- safety developments
- ensures that the college’s technical infrastructure is secure and is not open to misuse or malicious attack
- ensures that the college meets required e-safety technical requirements and any Local Authority/other relevant body E-safety Policy/Guidance that may apply
- ensures that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- ensures that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- ensures that the use of the network/internet/Virtual Learning Environment/remote access/email is regularly monitored in order that any misuse/attempted misuse can be investigated
- ensures that monitoring software/systems are implemented and updated as agreed in college policies

## Teaching and Support Staff:

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Teaching and Support Staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current college e-safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Agreement
- they report any suspected misuse or problem to the Director for investigation/action/sanction
- all digital communications with students/parents should be on a professional level and only carried out using official college systems
- students understand and follow the e-safety and acceptable use agreements
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other college activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Online lessons must always be recorded for the safety of staff and learners.
- All students must sign the online learning policy.

### **Child Protection (DSP):**

The Designated Senior Person should be trained in e-safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- cyber-bullying

### **Students:**

- are responsible for using the college digital technology systems in accordance with the Student Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyber-bullying
- should understand the importance of adopting good e-safety practice when using digital technologies out of college and realise that the college's e-safety Policy covers their actions out of college

### **Parents:**

Parents play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The college will take every opportunity to help parents understand these issues

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by providing them with information in simplified English. Parents will be encouraged to support the college in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at college events
- their children's personal devices in the college (where this is allowed)

## **Policy Statements**

### **Education – students**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the college's e-safety provision. Children and young people need the help and support of the college to recognise and avoid e-safety risks and build their resilience.

- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be helped to understand the need for the student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside college
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that they can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

### **Education – parents:**

Parents play an essential role in the education of their children and in the monitoring/regulation of their children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The college will therefore seek to provide information and awareness to parents through our website and pre-departure information:

### **Education & Training – Staff:**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

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- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the college e-safety policy and Acceptable Use Agreements.
- This e-safety policy and its updates will be presented to and discussed by staff in staff/team meetings/INSET days.
- The E-safety officer will provide advice/guidance/training to individuals as required.

## **Technical – infrastructure/equipment, filtering and monitoring:**

The college will be responsible for ensuring that the college infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- College technical systems will be managed in ways that ensure that the college meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of college technical systems
- All users will have clearly defined access rights to college systems and devices.
- The college has provided enhanced/differentiated user-level filtering
- College technical staff regularly monitor and record the activity of users on the college systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place for users to report any actual/potential incident/security breach to the relevant person, as agreed.
- Users are not permitted to download and or install applications (including executable or similar types) on to a college device or whilst using the colleges systems, without agreement from the e-safety officer.
- Users may use the following types of removable media for the purposes detailed:
  - ✓ CD/DVD – Playing original video material, original music and viewing data written to the media that is owned by the user (who has copyright ownership). The use of software written to writable versions of this media is strictly prohibited.
  - ✓ USB Media (memory sticks) – this type of media can be used on college devices for transferring personal work, this being data created by the user. The use of applications on this type of media is strictly prohibited.
  - ✓ Other types of media that may exist may only be used for the movement of personal data where the user owns the copyright.

## **Bring Your Own Device (BYOD):**

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by colleges of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for BYOD. Use of BYOD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring.

- The college has a set of clear expectations and responsibilities for all users.
  - The college adheres to the General Data Protection Regulations 2018 principles
  - All users are provided with and accept the Acceptable Use Agreement.
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- All network systems are secure and access for users is differentiated.
- Where possible these devices will be covered by the college's normal filtering systems, while being used on the premises.
- All users will use their username and password and keep this safe.
- Students receive training and guidance on the use of personal devices.
- Regular audits and monitoring of usage will take place to ensure compliance.
- Any device loss, theft, change of ownership of the device will be reported.

## **Use of digital and video images:**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyber bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The college will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, parents are welcome to take videos and digital images of their children at college events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents comment on any activities involving other students in the digital/video images.
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow college policies concerning the sharing, distribution and publication of those images. Those images should only be taken on college equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the college into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents will be obtained before photographs of students are published on the college website.
- Student's work can only be published with the permission of the student and parents

## **Data Protection:**

Personal data will be recorded, processed, transferred and made available according to General Data Protection Regulations 2018 and the college's GDPR Policy.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or
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misuse.

- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

## **Communications:**

A wide range of rapidly developing communications technologies has the potential to enhance learning.

When using communication technologies the college considers the following as good practice:

- The official college email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.
- Users must immediately report, to the DSP – in accordance with the college policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students or parents (email, chat, VLE etc.) must be professional in tone and content.
- Students should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the college/ website and only official email addresses should be used to identify members of staff.

## **Social Media - Protecting Professional Identity:**

All colleges and local authorities have a duty of care to provide a safe learning environment for students and staff. Colleges and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyber bully, discriminate on the grounds of sex, race or disability or who defame a third party may render the college or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The college provides the following measures to ensure reasonable steps are in place to minimise risk of harm to students, staff and the college through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessment, including legal risk.

College staff should ensure that:

- No reference should be made in social media to students, parents or college staff.
  - They do not engage in online discussion on personal matters relating to members of the college community.
  - Personal opinions should not be attributed to the college.
  - Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
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The college's use of social media for professional purposes will be checked regularly.

## **Appropriate and Inappropriate Use by Staff or Adults:**

Staff members have access to the network so that they can obtain age appropriate resources for their classes and create folders for saving and managing resources.

They have a password to access a filtered internet service and know that this should not be disclosed to anyone or leave a computer or other device unattended whilst they are logged in.

All staff should receive a copy of the e-safety Policy and a copy of the Acceptable Use Agreement, which they need to sign, return to the college, to keep under file with a signed copy returned to the member of staff.

## **In the Event of Inappropriate Use**

If a member of staff is believed to misuse the internet or learning platform in an abusive or illegal manner, a report must be made to the Director/DSP immediately and then Safeguarding and Child Protection Policy must be followed to deal with any misconduct.

## **Appropriate and Inappropriate Use by Children or Young People:**

Acceptable Use Agreements detail how children and young people are expected to use the internet and other technologies within college, including downloading or printing of any materials. The agreements are there for children and young people to understand what is expected of their behaviour and attitude when using the internet. This will enable them to take responsibility for their own actions. For example, knowing what is polite to write in an e-mail to another child, or understanding what action to take should there be the rare occurrence of sighting unsuitable material. This also includes the deliberate searching for inappropriate materials and the consequences for doing so.

College should encourage parents to support the agreement with their child or young person. This can be shown by signing the Acceptable Use Agreements together so that it is clear to the college/education setting or other establishment that the agreement are accepted by the child or young person with the support of the parent. This is also intended to provide support and information to parents when children and young people may be using the Internet beyond college/education setting or other establishment.

Further to this, it is hoped that parents will add to future rule amendments or updates to ensure that they are appropriate to the technologies being used at that time and reflect any potential issues that parents feel should be addressed, as appropriate.

The downloading of materials, for example, music files and photographs need to be appropriate and 'fit for purpose' based on research for work and be copyright free.

File-sharing via e-mail, weblogs or any other means online should be appropriate and be copyright free when using the learning platform in or beyond college/education setting or other establishment.

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## In the Event of Inappropriate Use

Should a child or young person be found to misuse the online facilities whilst at college, the following consequences should occur:

- Any child found to be misusing the internet by not following the Acceptable Use Agreement may have a letter sent home to parents explaining the reason for suspending the child or young person's use for a particular lesson or activity.
- Further misuse of the agreement may result in further sanctions which could include not being allowed to access the internet for a period of time.
- A letter may be sent to parents outlining the breach in Safeguarding Policy where a child or young person is deemed to have misused technology against another child or adult.

In the event that a child or young person **accidentally** accesses inappropriate materials the child should report this to an adult immediately and take appropriate action to hide the screen or close the window, so that an adult can take the appropriate action. Where a child or young person feels unable to disclose abuse, sexual requests or other misuses against them to an adult, they can use the Report Abuse button ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) to make a report and seek further advice. The issue of a child or young person deliberately misusing online technologies should also be addressed by the establishment. Children should be taught and encouraged to consider the implications for misusing the internet and posting inappropriate materials to websites, for example, as this may have legal implications.

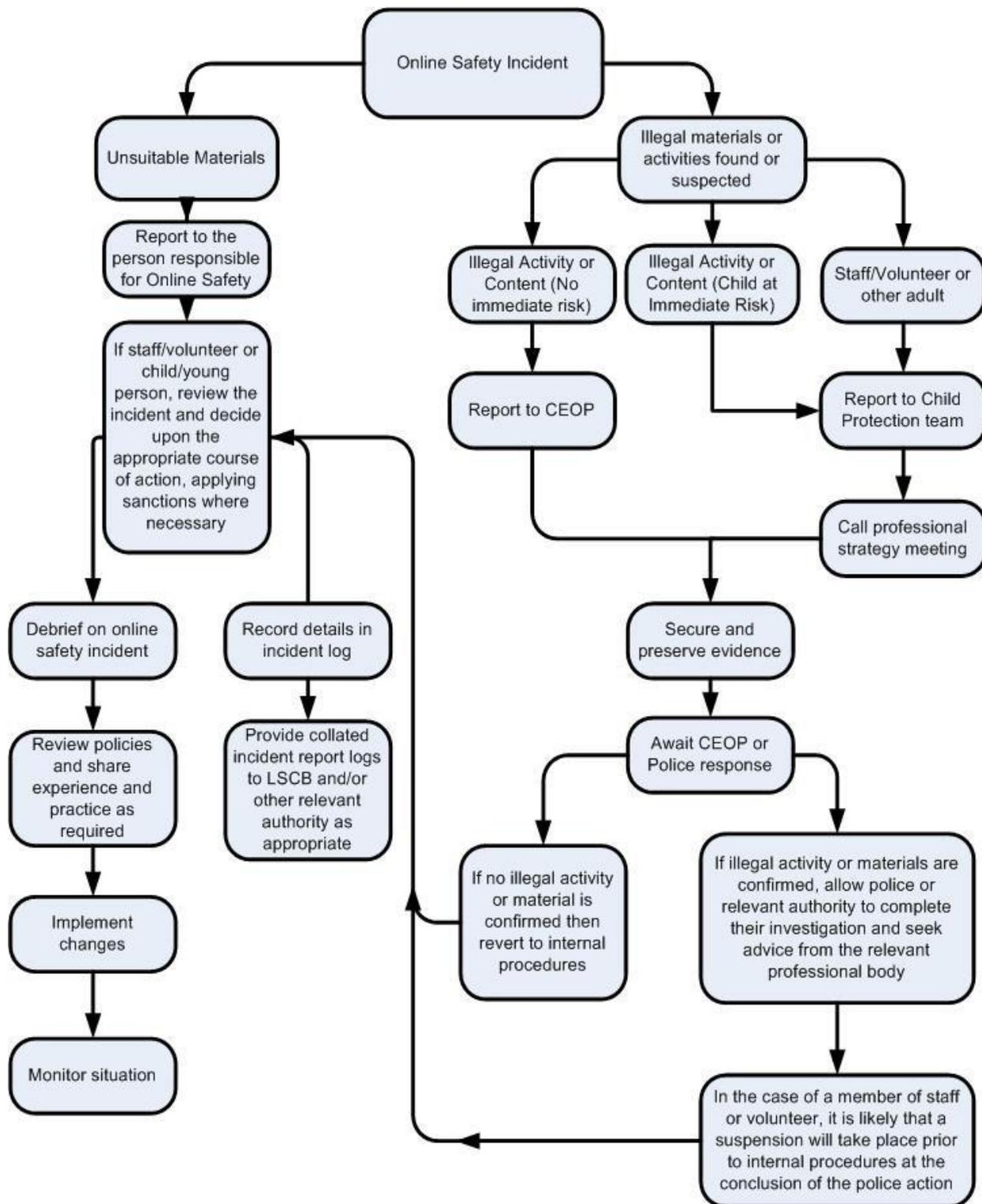
### Responding to incidents of misuse:

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "In the Event of Inappropriate Use" above). See flow chart on the next page.

### Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.

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## Other Incidents

It is hoped that all members of the college community will be responsible users of digital technologies, who understand and follow college policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff/volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below).
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  - Internal response or discipline procedures.
  - Involvement by Local Authority or national/local organisation (as relevant).
  - Police involvement and/or action.
  - If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the Police would include:
    - incidents of ‘grooming’ behaviour.
    - the sending of obscene materials to a child.
    - adult material which potentially breaches the Obscene Publications Act.
    - criminally racist material.
    - other criminal conduct, activity or materials.
  - isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the college and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

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## APPENDIX 1

### Secure transfer of data and access out of college

Swansea College recognises that personal data may be accessed by users out of college, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or restricted or protected personal data from the college or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location
  - Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (e.g. family members) when out of college
  - When restricted or protected personal data is required by an authorised user from outside the organisation's premises (for example, by a member of staff to work from their home), they should preferably have secure remote access to the management information system or learning platform
  - If secure remote access is not possible, users must only remove or copy personal or sensitive data from the organisation or authorised premises if the storage media, portable or mobile device is encrypted and is transported securely for storage in a secure location
  - Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software; and
  - Particular care should be taken if data is taken or transferred to another country, particularly outside Europe.
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# Swansea College

## ACCEPTABLE USE AGREEMENT

### (Staff)

New technologies have become integral to the lives of children and young people in today's society, both within colleges and in their lives outside college. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

- Swansea College's ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.
- Swansea College will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

This policy applies to any device in college. It applies across the whole network and includes Wi-Fi.

Swansea College carries out secure content inspection (SSL inspection). This means that when you access a site that uses techniques to secure the information between the website and yourself, Swansea College can read the information and remove inappropriate content or prevent access to the material. Excluded from this inspection are sites that contain sensitive financial information, including banks and payment systems.

Your activity on the internet is closely monitored by the college; logs are kept of activity, whether on a college device or using your own device through the college Wi-Fi. These logs include who is accessing what material for how long from which device.

The college email system is provided for educational purposes, where required the college has the ability to access your college email for safeguarding purposes.

### **Acceptable Use Policy Agreement**

I understand that I must use Swansea Colleges' ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that Swansea College will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to Swansea Colleges' ICT systems (e.g. laptops, email, VLE etc.) out of college, and to the transfer of personal data (digital or paper based) out of college.
- I understand that Swansea Colleges' ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the college.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

#### **I will be professional in my communications and actions when using Swansea College ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the college's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the Swansea College website/ VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in college in accordance with the college's policies
- I will only communicate with students and parents/carers using official college systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

**Swansea College has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the college:**

- When I use my mobile devices (PDAs/laptops/mobile phones/USB devices etc.) in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment. I will also follow any additional rules set by the college about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the college ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant college policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in college policies.
- I will not disable or cause any damage to college equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others as outlined in the college e-safety Policy, Appendix 3. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and restricted data must be held in lockable storage.
- I understand that Data Protection Policy requires that any staff or student data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by college policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for college sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work where it is protected by copyright; I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of Swansea College:**

- I understand that this Acceptable Use Agreement applies not only to my work and use of college ICT equipment in college, but also applies to my use of college ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the college
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

I have read and understand the College's e-safety policy and agree to use the college ICT systems (both in and out of college) and my own devices (in college and when carrying out communications related to the college) within these guidelines.

Staff Name

Signed

Date

## Swansea College

# ACCEPTABLE USE AGREEMENT (Student)

Digital technologies have become integral to the lives of children and young people, both within colleges and outside college. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Swansea College will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

This policy applies to any device in college. It applies across the whole network and includes Wi-Fi.

Swansea College carries out secure content inspection (SSL inspection). This means that when you access a site that uses techniques to secure the information between the website and yourself, Swansea College can read the information and remove inappropriate content or prevent access to the material. Excluded from this inspection are sites that contain sensitive financial information, including banks and payment systems.

Your activity on the internet is closely monitored by the college; logs are kept of activity, whether on a college device or using your own device through the college Wi-Fi. These logs include who is accessing what material for how long from which device.

The college email system is provided for educational and business purposes, where required the college has the ability to access your college email, for safeguarding purposes and should a management requirement necessitate it.

### **Acceptable Use Policy Agreement**

I understand that I must use Swansea Colleges' ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety:**

I understand that Swansea College will monitor my use of the systems, devices and digital communications.

I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will be aware of "stranger danger", when I am communicating on-line.

I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)

If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand Swansea College systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use Swansea Colleges' systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

#### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

#### **I recognise that Swansea College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of Swansea College:**

- I will only use my own personal devices (mobile phones/USB devices etc.) in college if I have

permission. I understand that, if I do use my own devices in the college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any college device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of college:**

- I understand that Swansea College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college systems and devices.

**Swansea College**

**ACCEPTABLE USE AGREEMENT**

**(Student)**

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Swansea College systems and devices (both in and out of college)
- I use my own devices in Swansea College (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of Swansea College in a way that is related to me being a member of this college e.g. communicating with other members of the college, accessing college email, VLE, website etc.

Name of Student (PRINT)

Signed by Student

Date